

DOCUMENT RESUME

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IDENTIFIERS PF Project

ABSTRACT

A career planning folder helps secondary students recognize and make choices concerning their interests, skills, and goals. Students record their progress annually on a series of charts. In the eighth and ninth grades, students list their school and community activities, their interests and hobbies, jobs or careers they have researched and found interesting, and the abilities needed to fulfill these jobs. In the tenth and eleventh grades, students continue to record job and career clusters interesting to them, and match the skills needed for these jobs with skills they possess or can acquire. In the twelfth grade, students describe their post-graduation plans. A tentative career planning chart is provided for students to enter their plans, problems, and discussions with parents. Additional charts record aptitude test and entrance exam grades, career counseling sessions, work experiences, references, and academic record for grades 8 through 12. (LP)

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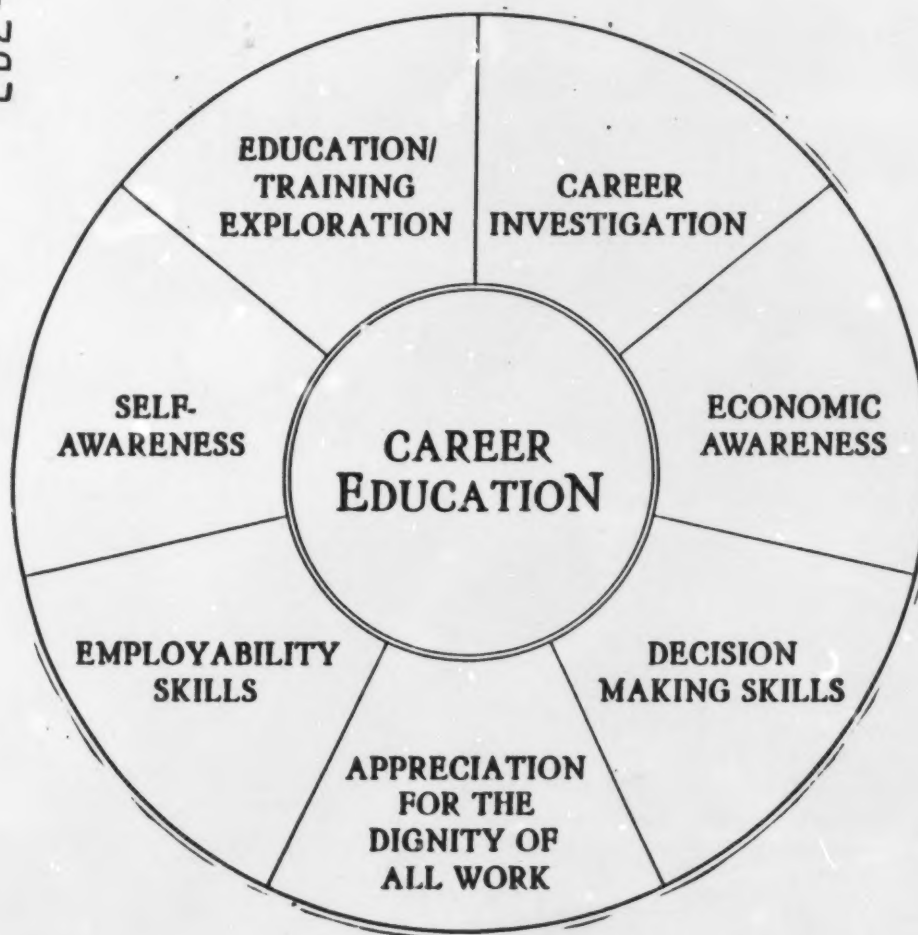
CAREER EDUCATION

BOARD OF EDUCATION OF FREDERICK COUNTY

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MESSAGE TO STUDENTS:

This is your career planning folder. It is meant to help you plan for and make satisfying career decisions. In order for you to make choices involving your career, you need to be able to recognize your interests, skills, and goals. You must know how to get and use information about work and education and how to make decisions. Once you have identified several tentative career choices, you need to learn the necessary skills for seeking employment. You will also have an opportunity to explore potential occupations in relation to personal aptitudes and interests unrestricted by stereotypes of sex role, race, socio-economic level, or handicapping condition.

Career decision making is a process that begins at a young age and continues throughout life. You are not expected to make final decisions at a magic time in adolescence. But, you do need to know the importance of planning and goal setting. Further, you should acquire an appreciation for the dignity of all work and the interrelationships of occupations in modern society.

Career decision making at times seems difficult. Your family, school, and community can help. Career decision making can also be exciting. Have a good time while you learn.

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CE 800 083

Name _____ Soc. Sec. # _____
 Address _____
 Phone _____ DOB _____ Parent/Guardian _____

YEARLY ACTIVITIES

8th Grade

List School/
community Activities

List 3 career clusters you have researched
and 2 jobs in each that you found interesting.

_____	_____	_____
_____	_____	_____
_____	_____	_____

List Hobbies/Interest

_____	_____	_____
_____	_____	_____
_____	_____	_____

9th Grade

List 3 career clusters
and 2 jobs in each that are of interest to you.

_____	_____	_____
_____	_____	_____
_____	_____	_____

What abilities, interests or experiences do you have
that would be needed on 2 of the jobs you have listed?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TENTATIVE CAREER PLANS

	Career Goal	Post H.S. Plans	Discussion with Parents (Yes/No)	Possible Problems
8th				
9th				
10th				
11th				
12th				

APTITUDE TESTS, ENTRANCE EXAMS, INTEREST INVENTORIES, ETC.

Name	Grade	Others	Grade
JOB-O	_____	_____	_____
Harrington O'Shea	_____	_____	_____
Self-Directed Search	_____	_____	_____
CASE	_____	_____	_____
Vocational Assessment	_____	_____	_____
ASVAB	_____	_____	_____
PSAT/NMSQT	_____	_____	_____
SAT/ACT	_____	_____	_____

10th Grade

Name 1 or 2 career clusters in which you are interested and explain why each is of interest to you. Give any problems you think you might encounter.

Identify 2 jobs in each cluster you listed above and give the education or training required to enter each job.

Describe your skills, abilities, experiences, and interests that indicate these might be good career choices for you.

11th Grade

Name 1 or 2 career clusters in which you are interested and explain why each is of interest to you. Give any problems you think you might encounter.

Identify 2 jobs in each cluster you listed above and give the education or training required to enter each job.

Describe your skills, abilities, experiences, and interests that indicate these might be good career choices for you.

Grade 12 - Where Do I Go From Here?

Describe your post high school plans, include career goal, necessary skills, education, and training, problems that you might encounter, and plans to eliminate problems. Identify possible job alternatives. (Use additional paper, if needed)

WORK EXPERIENCE - Paid and Volunteer

(You may include family responsibilities.)

Grade	Type of Work	Skills Needed
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REFERENCES

(List only those people who have given permission to be used as a reference)

Name	Address	Phone
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CAREER PLANNING COUNSELOR LOG

Appropriate comments from student visits,
parent conferences, phone calls, etc.

CAREER EXPERIENCES

Grade

	Completed job application
	Completed business letter
	Participated in real or simulated job interview
	Prepared a Career Profile (resume)
	Participated in job shadowing
	Visited Vocational Technical Center
	Participated in an internship
	Completed a Work Study program

HIGH SCHOOL FOUR-YEAR PLAN

STUDENT NAME

YEAR	19..... 9th	19..... 10th	19..... 11th	19..... 12th				
SCHOOL								
COUNSELOR								
List the subjects you plan to take in grades 9, 10, 11, 12. Circle the subjects you think will help you with your career goal. At the end of each year, update your plan and fill in the grades received. 1 copy each for: Counselor Student Career Folder *The folder copy should be signed by student, parent, counselor	COURSE	GRADE	COURSE	GRADE	COURSE	GRADE	COURSE	GRADE
	CREDITS EARNED		CREDITS EARNED		CREDITS EARNED		CREDITS EARNED	

Notes
(include honors earned)

CAREER GOAL

SIGNATURES

STUDENT

PARENT

COUNSELOR

8th

9th

10th

11th

8th

9th

10th

11th

10